

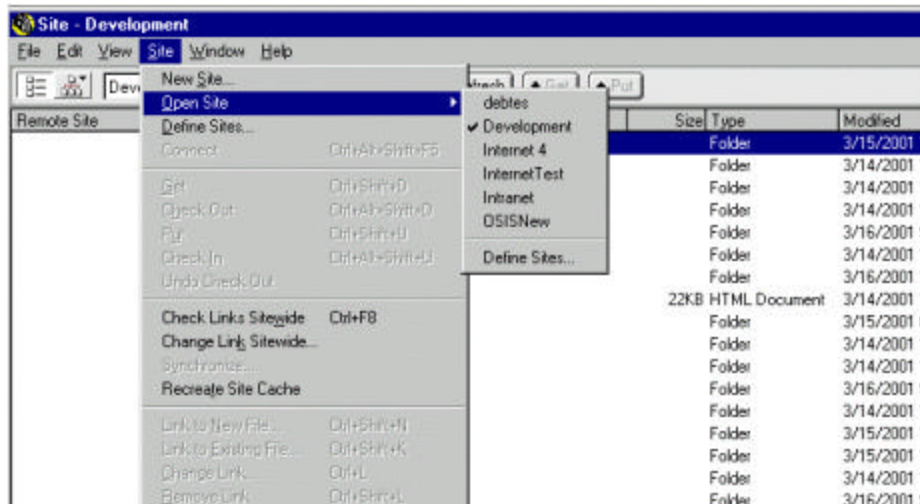
Creating and Modifying Web Pages

Process Overview:

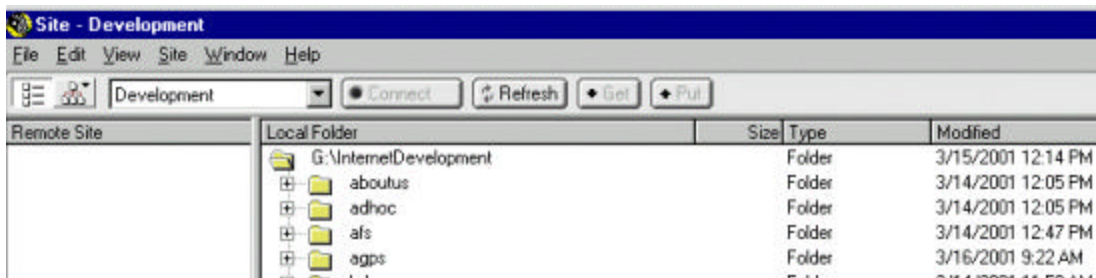
This process covers creating HTML documents using Dreamweaver templates. New pages can be created using templates or you can open an existing HTML document and apply the template to that document. Dreamweaver templates do not have to be moved to the server (but it doesn't hurt if they are). The template is used in Dreamweaver to create or modify HTML documents. Templates must be developed in Dreamweaver, must have an editable region and a site must be defined prior to creating HTML documents.

To create a new HTML document:

1. Open Dreamweaver software.
2. Open Site being developed.
From menu bar, Select Site > Open Site, then choose the site you will be creating documents in.

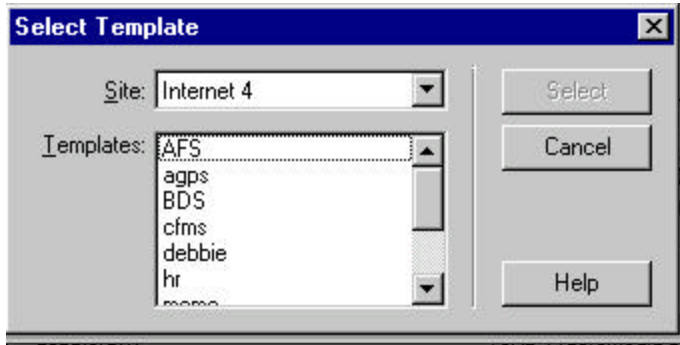


3. This will open the site window. On the right side of the window is the directory structure. (Note: Any file can be opened by double clicking on the file. A file can also be opened from the menu bar using File > Open.)

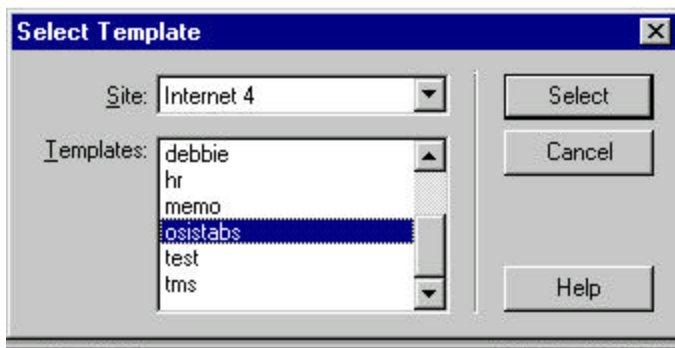


4. To create a new html document from an existing template Select File > New From Template.

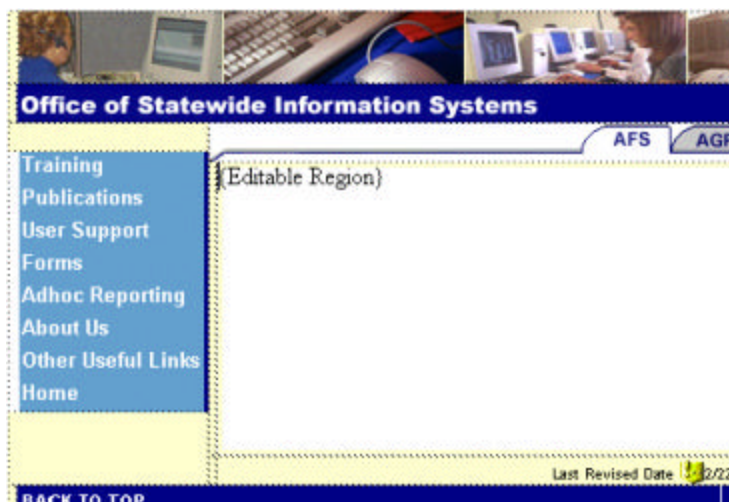
A dialog box appears, listing the templates available for the current site.



5. Click on the name of the template you want to use to create your document > Click Select.

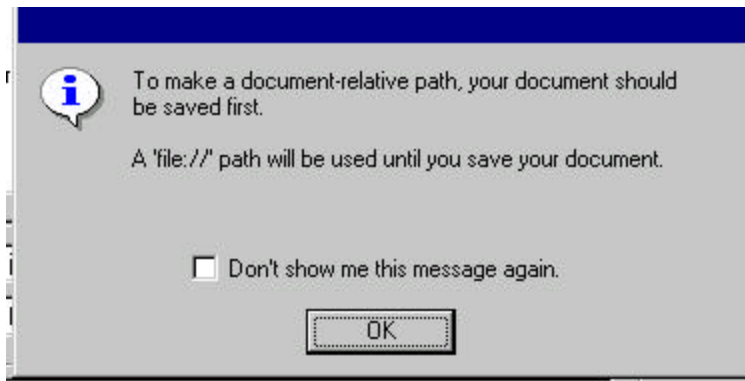


6. This will bring up a new document based on the template you selected. Parts of the document are locked so they can't be changed. (Locked and editable regions are determined when the template is created).



7. It is a good idea to save your document before adding text and graphics. To save your document Select File > Save and type in the name of your file. Be sure to save the document in the proper directory. The document file type will be HTM and is defaulted by Dreamweaver. (There is no difference between HTM and HTML files.)

If your document is not saved prior to creating links or inserting images Dreamweaver will display the following message.



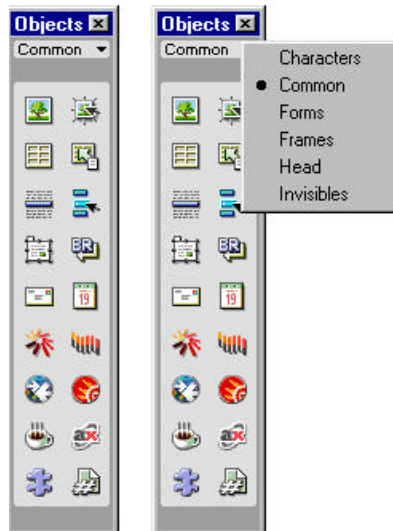
8. The editable region of the template is identified by a placeholder such as “Editable Region” or text describing what information is to be placed in that area. This is where you will add text, graphics, links, tables, etc. The noneditable regions of the template are highlighted by color (default color is yellow). The color of the highlighting is customized under Template Preferences.

Text and objects can be manipulated by using Dreamweaver palettes or from the menu bar.

- a. If the Property Inspector palette is not visible, select Window > Properties. This will display the Properties Inspector palette. The Properties Inspector allows you to examine and edit properties for the currently selected page element (text or object). Most changes applied to properties are immediately applied in the document. This is where you can make changes to text, font size or color and create a link, name a graphic, add alt tags, etc.



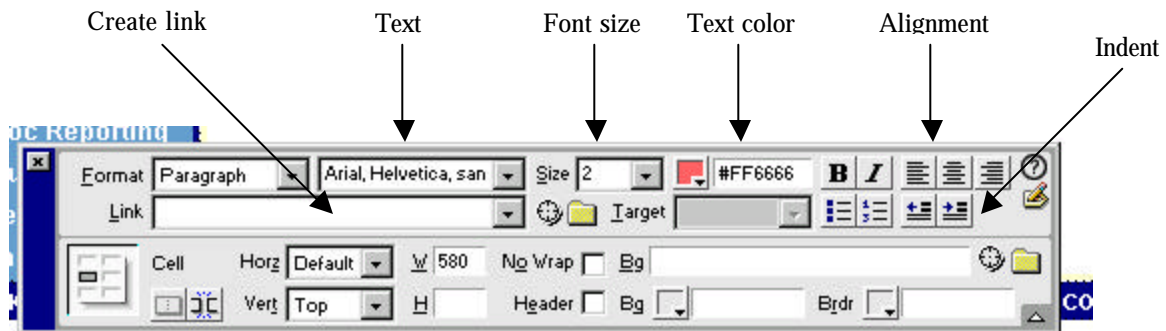
- b. If the Object Palette is not visible, select Window > Object. The Object Palette contains six panels: Characters, Common, Forms, Frames, Head, and Invisibles. These panels are accessed by clicking on the dropdown arrow located at the top of the palette. Each panel contains buttons for inserting objects such as the Common panel used for inserting images and tables or the Forms panel for creating forms and form elements.



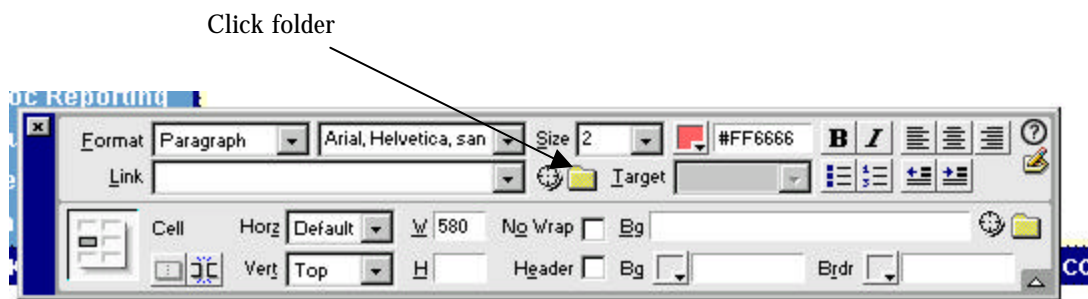
9. To add text to your document, click on the editable region of the template. Delete the existing text or placeholder. Type the text or cut and paste text from another document.

To insert two lines, press the Enter key. To insert one line, use Shift > Enter.

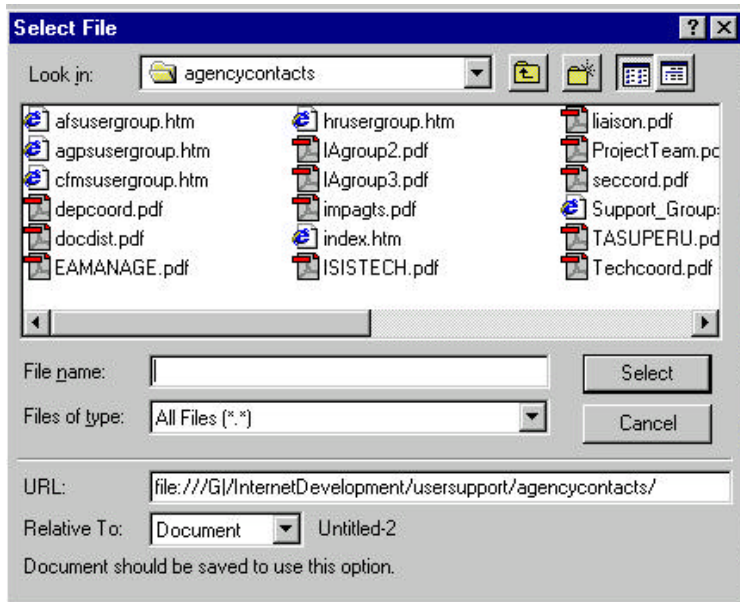
Use the Properties Inspector to format text, font size and color, create links from text, align text, bold, etc. This can be done by using dropdown menu in the Properties Inspector or clicking on the buttons for alignment or bolding.



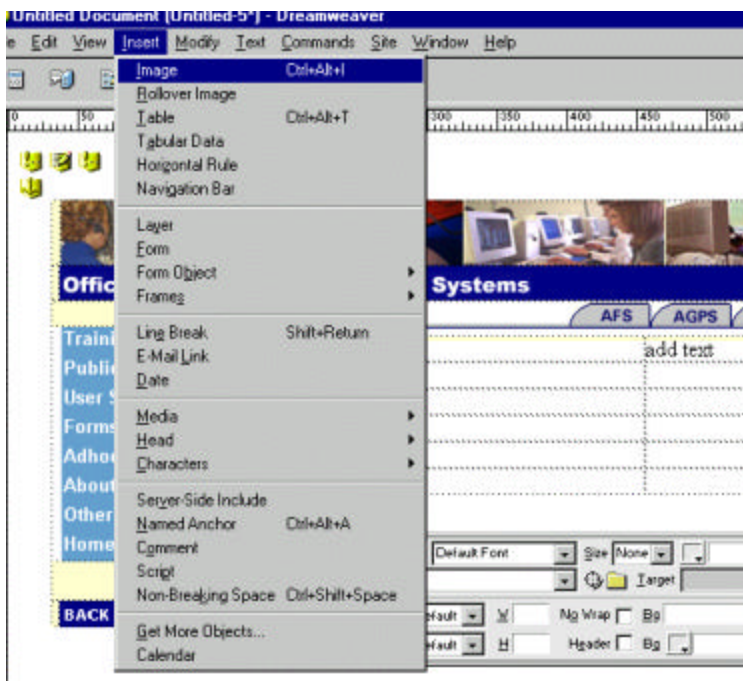
10. To create a link to a document from text, select the text, then click on the folder to the right of the Link box in the Properties Inspector.



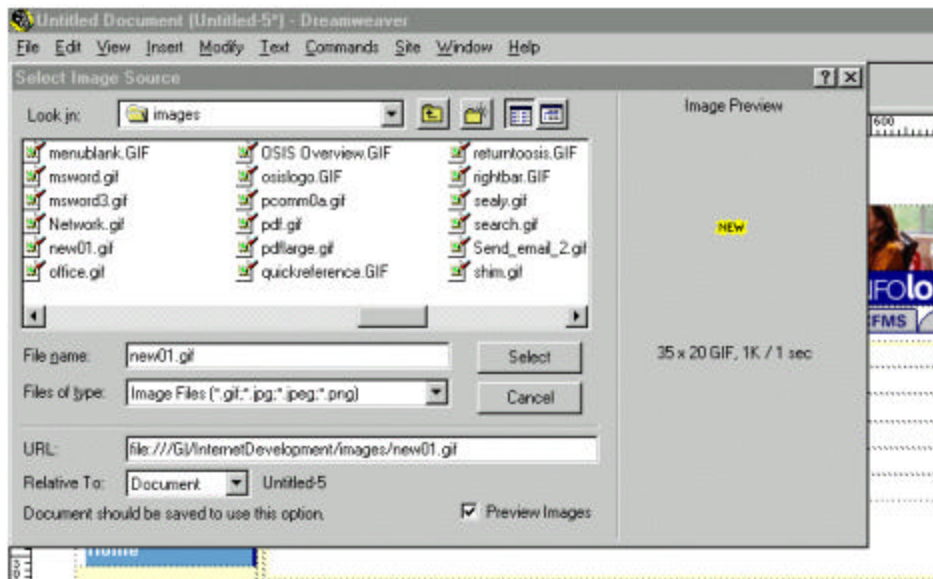
11. After clicking on the folder to add a link, a dialog box will open. Navigate to the folder and file you want the link to, click on the file and click Select.



12. To insert an image in your document, click the Insert Image button in the Common panel of the Object palette, or choose Insert>Image.



13. In the Select Image Source dialog box, select an image file, click Select.



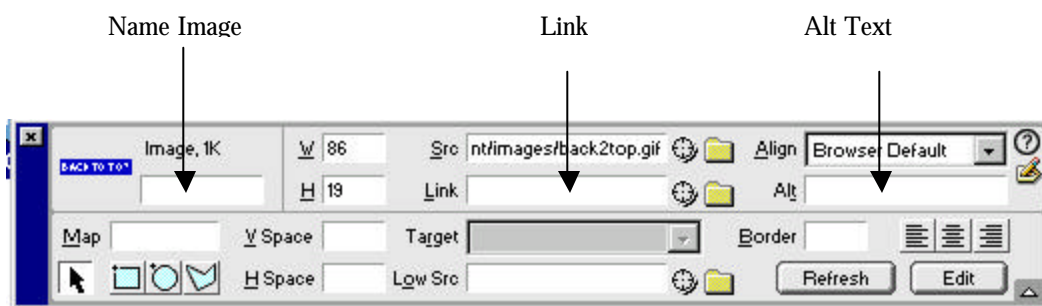
14. Use the Properties Inspector to insert a link from the image, name the image and provide alternative text for the image for accessibility. Select the image by clicking on it.

To add a link, click on the folder to the right of the Link box in the Properties Inspector. Navigate to the folder and file you want to link, click on the file and click Select. This is the same way you created a link from text.

To give the image a name so that you can refer to it with a scripting language, click in the Image box in the properties inspector. Type in a name for your image without any spaces.

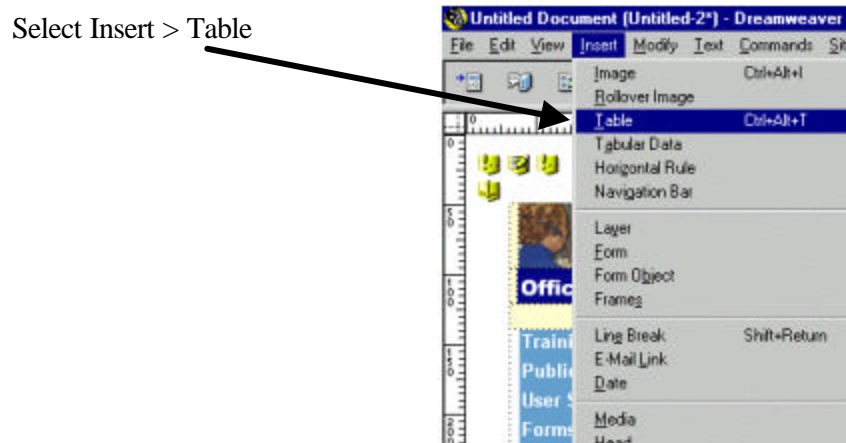
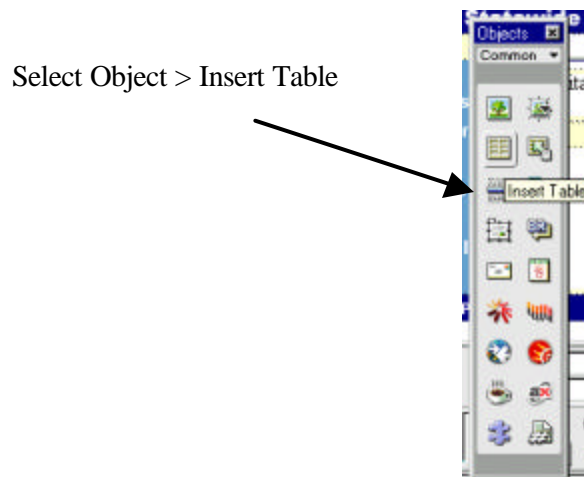
To add an Alt tag for the image that will display alternate text in place of the image for text-only browsers or for visually impaired users who use speech synthesizers, click in the Alt box, type text.

Images can be aligned in the same manner as text.



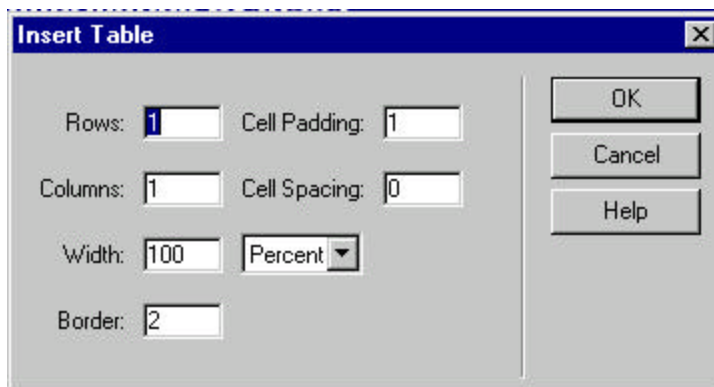
15. Use of tables in your documents allow you to more precisely control text and graphics layout. You can add content; add, delete, split, and merge rows and columns; modify table, row, or cell properties to add color and alignment; and copy and paste cells. You can change the cell spacing, cell padding and cell borders to change the appearance of your document or a section of your document.

From the menu bar Select Insert > Table or from the objects palette click on the icon for inserting a table.



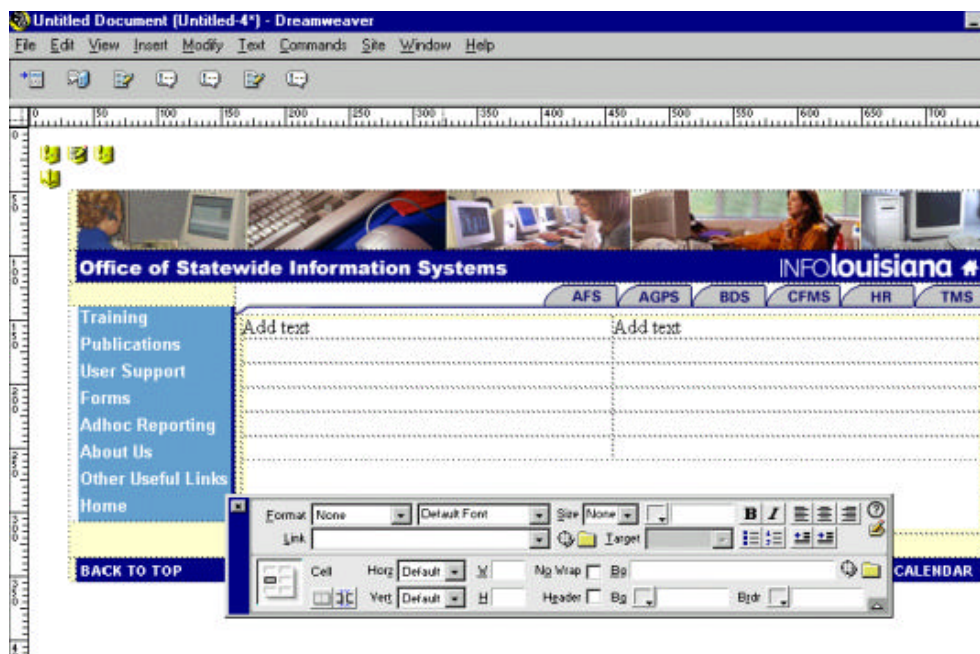
16. A dialog box will appear displaying table and cell options. Enter the number of rows and columns you want in your table. The table width can be expressed as a percentage or as a number of pixels. The DOA template is a total of 720 pixels wide in the browser window. The width of the side bar and margins in your template will determine how many pixels are available to use in your editable region. Normally, with the InfoLouisiana format, any table in your editable regions should be no more than 600 pixels.

The Cell Padding specifies the number of pixels between the cell content and the cell boundary or wall. The Cell Spacing specifies the number of pixels between each table cell. The border specifies the pixel width of the border. You may want to experiment with various spacing and padding to determine the graphic affect of your table. Select > OK.

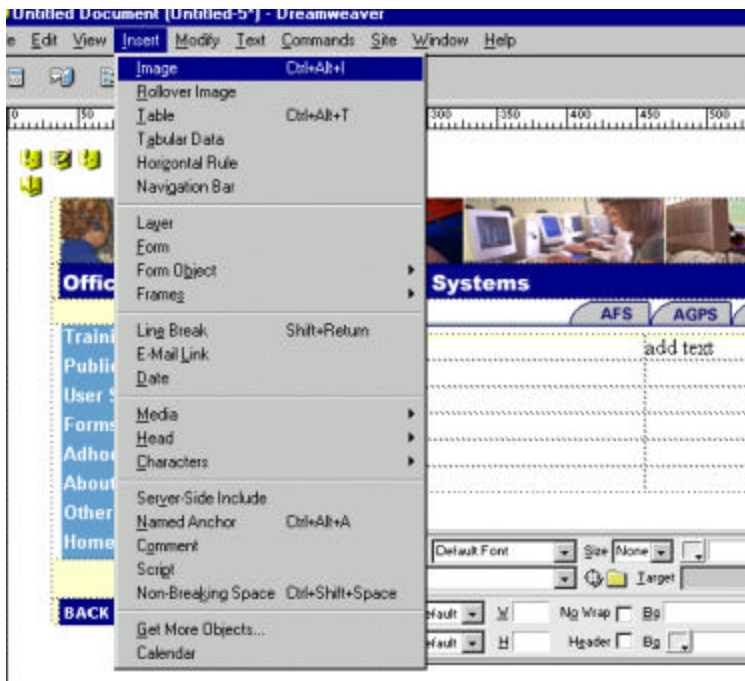


17. Once the table is inserted in your document you can add text in the cells. Click in the cell in which you want to add text, and type text into the table. The table cells automatically expand as you type. You can paste text copied from another document.

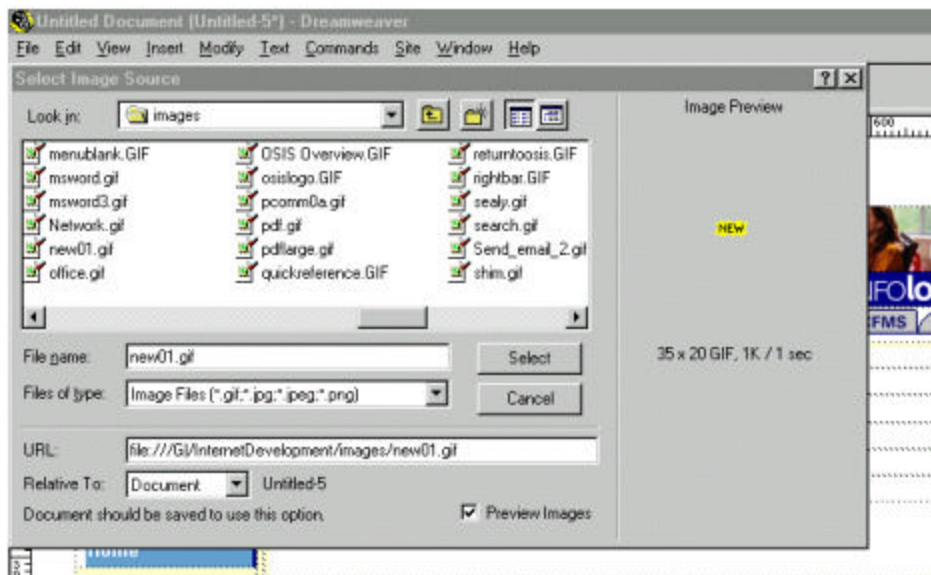
Press Tab to move to the next cell or press Shift+Tab to move to the previous cell. Pressing Tab in the last cell of a Table automatically adds another row to the table. You can also use the arrow keys to move between cells.



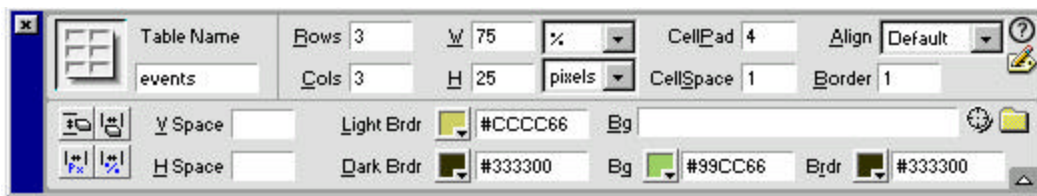
18. To add images in cells, click in the cell in which you want to place the image, click the Insert Image button in the Common panel of the Object palette, or choose Insert>Image.



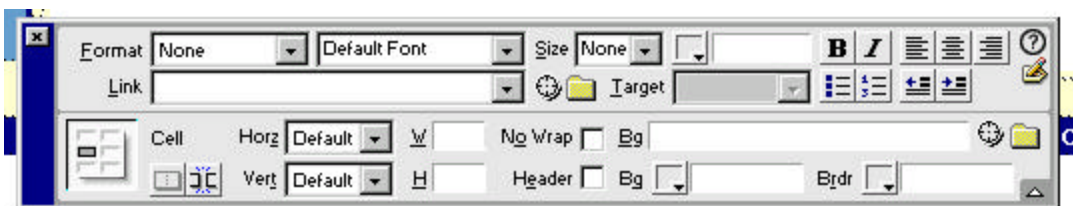
19. In the Select Image Source dialog box, select an image file, click Select.



20. When the table is selected, the Properties Inspector will display table properties. The properties can be changed by selecting any of the items in the Properties Inspector. You can change cell padding, cell spacing, border with, add a background color, border color, size of table, etc.

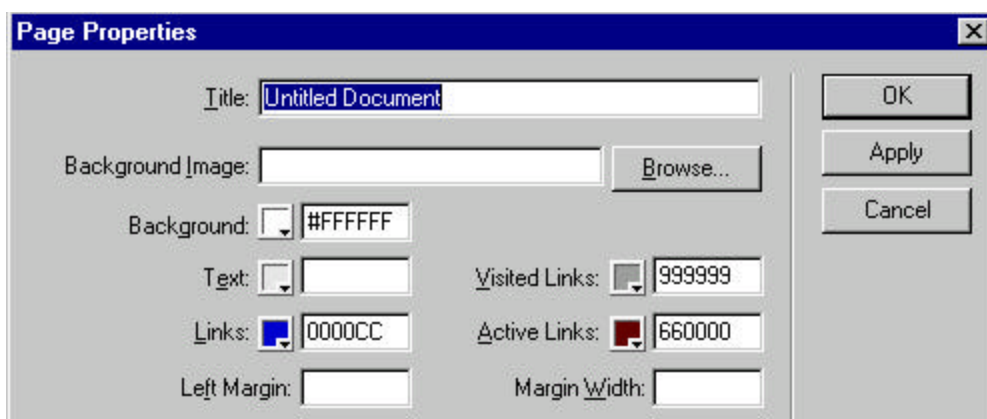


21. To format a cell you can select one or more cells in the table and change the properties using the Properties Inspector. You can also select the text within the cell and use the Properties Inspector to format only the text. The text, font size, and color can be changed.



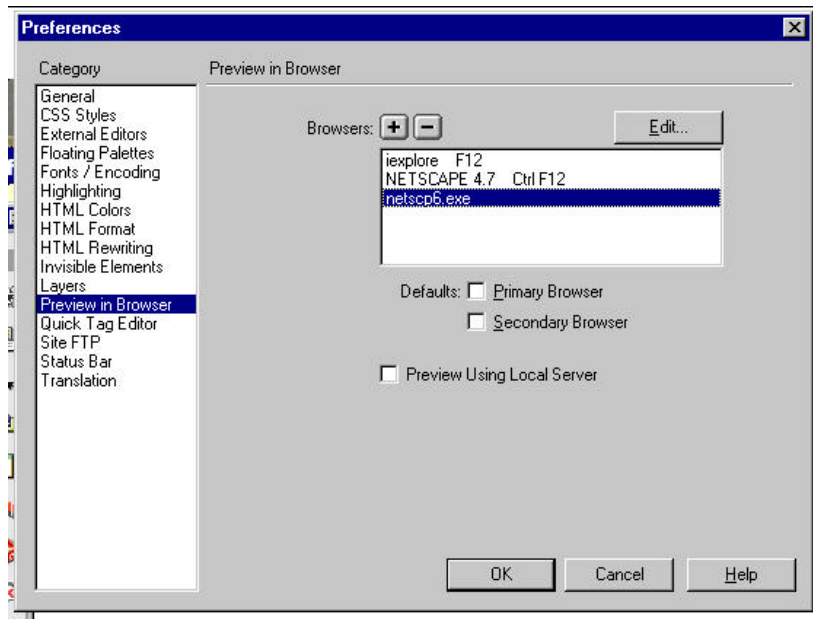
22. The Properties Inspector is used to create a link from text or an image in a table in the same manner as linking from text or images not contained in a table. See above instructions.
23. When formatting table rows and table cells, table cell formatting takes precedence over formatting applied to table rows. For example, if you select a background color for all rows in a table, then when entering information in a cell of that table you choose a different color background for that cell, the color chosen in that cell will be the one displayed.
24. To give your document a title that will display in the browser window (this is not the filename) Select Modify > Page Properties. Type a title for your document. Click Apply and OK.

Note: Choosing a good descriptive title for each page is extremely important because the title will be used by search engines on the Internet to locate your page in response to a user's search request.



To preview your document in the browser select F12 or Control F12. F12 opens the primary browser; control F12 opens the secondary browser. This is helpful for viewing your document in both IE and Netscape Navigator.

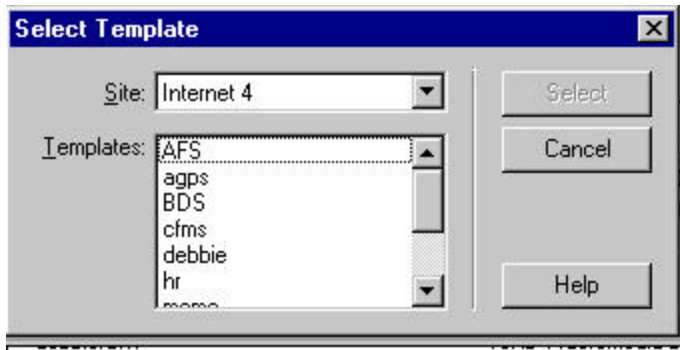
- a. The browser Dreamweaver opens is determined by your setup under preferences. To set up your browser preferences Select Edit > Preferences and specify browsers.



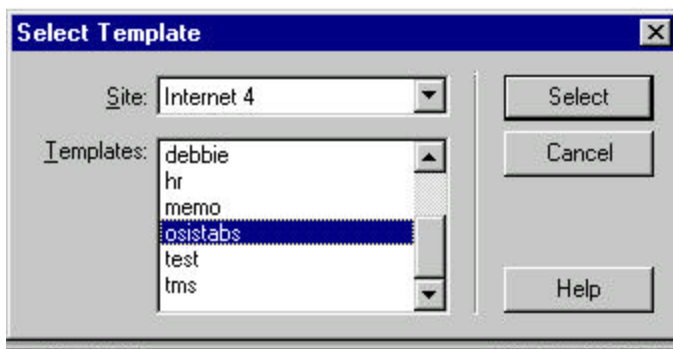
25. After viewing the document, close the browser window. This will bring you back to your HTML file in Dreamweaver. From here you can further edit the document, save changes made to the document and close it.

To apply a template to an existing HTML document:

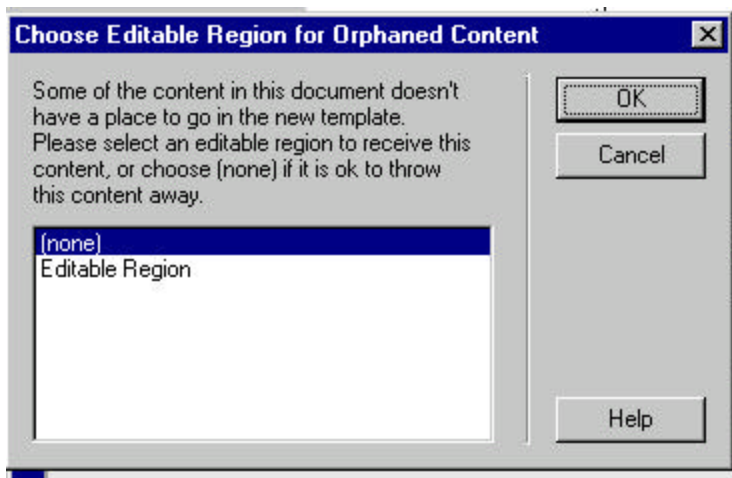
1. Open Dreamweaver software.
2. Open Site being developed.
3. Select File > Open.
Open the existing document to which you want to apply the template.
4. It is better to delete old formatting prior to applying the new template.
5. Select Modify > Templates > Apply Templates to Page.



6. Click on the template name you want to use for your document > click Select.



7. When applying a template to an existing document, the content in the template is added to the document. If the existing document was not based on a template or if it was based on a template with editable regions not corresponding to the template being applied, a dialog box appears asking where to place the content of the existing document. Choose an editable region (the name(s) assigned to the editable regions(s) of your template will be displayed in the list) so that none of your existing document content is lost. Click OK.



Changes can then be made to text, graphics, links, etc., in the editable region the same way as creating a new document.

Note: When changes are made to a template and the template is saved, Dreamweaver will display a popup box asking if you want to update all files using the template. Click Update. Dreamweaver will apply changes to all files using the template. This is an easy way to keep the pages in your site in a standard format.

